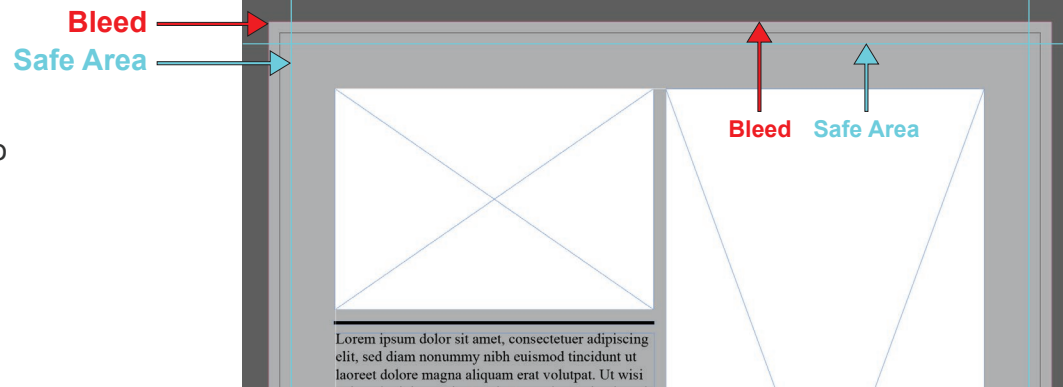


# Predesigned Booklet Templates

## InDesign Help Document

### A) Bleed / Safety Area

All important text or elements should stay within the Safety Area (cyan guides on each page) while all background elements should extend to the red guide around the artboard (to account for bleed).

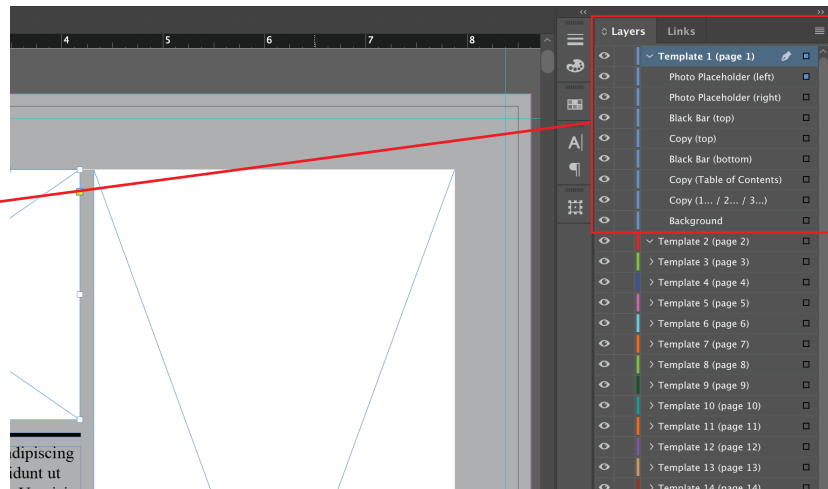


### B) Ensure Layers & Pages Panels are Visible

In the Window dropdown menu, ensure **Layers** and **Pages** are checked.

Now, if you click on a page / template, you will see that template's items come up in the Layers panel.

The Pages panel will show you all the pages (*Template 1 = page 1, Template 2 = page 2, & so on*).



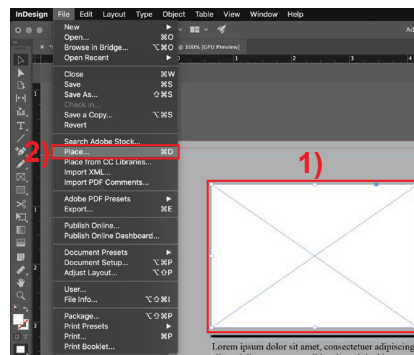
### C) Adding Photos

To add photos, follow the following steps:

1) Select the photo box you want to add an image to

2) Click File > Place

3) Choose a photo > click Open



Your photo now shows in place of the photo box.

